

ATTACHMENT I

SAMPLE STATEMENTS FOR ANNOUNCEMENTS AND PUBLICITY MATERIALS

If you are hosting a training session, conference, workshop, tour, or open house, etc., the following wording is recommended:

This (training activity) is accessible for individuals with disabilities. For more information or to request an auxiliary aid or service (e.g., sign language interpreter, designated parking, materials in alternate format), contact (indicate telephone number and name) (V/TTY) seven days before the training, activity, or event.

If you are asking for public input on a report or document, the following wording is recommended:

If you have needs due to your disability that will aid you in commenting on the (report), please contact (name/program) at (telephone number[s] V/TTY).

If you prefer a broader, more generic statement, the following wording is recommended:

If you have needs due to your disability, please contact (name/program) at (telephone number[s] V/TTY by (date).